

City Manager's WEEK IN REVIEW

In an effort to better inform Council, employees and the public about current City activities and issues, the City Manager's Office issues the Week In Review with highlights from staff activities for the prior week. The Week In Review is published online and distributed every Monday. If you have comments, questions or suggestions regarding the Week In Review, please contact City Manager Eden Freeman at citymanager@winchesterva.gov or 540-667-1815.

PUBLIC SAFETY

Winchester Police

- Began collecting items for 17th Annual Timbrook Food and Toy Drive.
- Attended After Action Review Meeting for the Active Shooter exercise.
- Held SU Campus Watch meeting on alcohol safety.
- Attended Coming to the Table event on improving race relations.
- Attended Crime Solvers meeting.
- Attended City Transit transportation plan update public meeting.
- Organized Woodland Avenue Neighborhood Watch meeting.

Police Activity	#
Calls for Service	833
Violent Crimes	13
Property Crimes	22
Accident Reports	14
Alarms	18
False Alarms	18
Directed Patrols	91
Directed Patrols	17
Old Town (OTW)	
Extra Patrols	120
Extra Patrols OTW	0
Traffic Citations	22
Written Warnings	42

Winchester Fire & Rescue

- Working with the 2017 Stuff-A-Truck committee to prepare for the kick-off event Saturday, November 12 at the Apple Blossom Mall starting at 10 am, when Santa arrives.
- Assisted with classes at the Winchester-Frederick Volunteer Academy.
- Chief Baldwin attended a meeting on potential Shingleton Lane improvements.
- Participated in Veterans Day activities at Jim Barnett Park.
- Attended 2018 Apple Blossom theme reveal.
- Conducted Hazmat training.
- Department and volunteer companies completed annual pump testing.
- Attended the Active Shooter After Action Report meeting.
- Attended the Valley Health Employer Summit at George Washington Hotel.
- Continued to purchase the equipment needed for the new safety vehicle.
- Battalion Chief Orndorff attended regional hazmat training and the EMS Symposium in Norfolk, Virginia.
- Battalion Chief DeHaven, Firefighter Matt Atkins, Battalion Chief Henschel, and several volunteers also attended the EMS Symposium in Norfolk.
- Posted weekly call log on the City's website: [November 3-9](#).

F&R Activity	#
Fire	4
Overpressure	0
EMS/Rescue	113
Hazardous	2
Condition	
Service Call	3
Good Intent	7
False Alarm	5
Special Incident	0
Plan Review	1
Inspections	10
Reinspections	2

Emergency Management

- Completed the After Action Review for the Active Shooter Exercise.
- Met with GIS relating to 2017 projects.
- Attended and supported Veterans Week Observance at Jim Barnett Park.

- Attended final planning meeting for Region 2 – National Capital Region Evacuation.
- Continuing Emergency Operations Plan Annex updates and revisions.
- Preparing for the FEMA TTX Active Shooter Virtual Exercise in December.
- Coordinating a Sheltering Class with American Red Cross and Social Services.

PUBLIC SERVICES

Public Works, Utilities, Facilities Management, Transit

- Started installing holiday decorations downtown.
- Installed a time lapse camera to record the demolition of the Winchester Towers.
- Presented four items to City Council at the November 9 Work Session for consideration:
 - Hope Drive extension project
 - Valley Avenue drainage and sidewalks project
 - Application to VDOT for Transportation Alternative funding
 - Application to VDOT for Revenue Sharing funding
- Construction on the Joist Hite drainage improvements project is approximately 50% completed.

City Projects Update

- **FY17 Repaving Program** – Due to unforeseen issues that the City's contractor is experiencing, the additional street paving scheduled for next week has been delayed again. It will most likely be next spring before additional paving will occur.
- **Leaf Collection** – Crews were working in area 3 on November 10 and will continue working in area 3 on November 14, weather permitting.

Weekly Performance Measures

Division	Activity	Past Week	2016 Year-to-Date Totals	Measurement
Streets	Sidewalks Repaired/Replaced (City)	0	202.25	Linear feet
	Streets Repaved	0	8.72	Lane miles
	Potholes Repaired	6	145	#
Trees	Dead/Diseased Trees Removed	7	170	#
	Trees Trimmed	11	518	#
	Stumps Removed	18	445	#
Traffic	Street Signs Installed or Replaced	3	254	#
	Pavement Markings Repainted (City)	405	7,959.58	Linear feet
	Pavement Markings Repainted (Contractor)	0	286,496	Linear feet
Refuse & Recycling	Refuse Collected	122.75	5,469.46	Tons
	Recycling Collected	40.34	2,530.09	Tons
	Large Item Pickups	1	136	#
Transit	Total Passengers	3,025	122,026	#
	Revenue Miles Picking Up/Dropping Off Passengers	3,960	170,723	Miles
	Revenue Hours Picking Up/Dropping Off Passengers	369	16,134	Hours
Utility Billing	Payments Processed	1,770	61,568	#
	New Bills Mailed Out	0	55,993	#
	Water Services Turned Off for Non-Payment	0	1,015	#
Water Treatment Plant	Average Daily Water Demand	6.94	7.23	Million gallons/day
	Peak Daily Water Demand	7.24	9.06	Million gallons/day
Wastewater Treatment Plant	Average Daily Flow Treated	5.83	7.75	Million gallons/day

	Peak Daily Flow Treated	6.02	19.71	Million gallons/day
Water Distribution and Wastewater Collection	Water Main Breaks Repaired	0	36	#
	Water Meters Read	2,949	63,524	#
	Fire Hydrants Flushed	0	1,311	#
	Sewer Mains Cleaned	2,361	105,446	Linear feet
Engineering	Site Plans Reviewed	0	41	#
	Right-of-Way Permits Issued	3	95	#
	Stormwater Facility Inspections	2	31	#
	Erosion & Sediment Control Inspections	51	1,455	#
Facilities Maintenance	Work Requests Completed	18	784	#
	Special Events Assistance	0	11	#
	Maintenance of Pedestrian Mall	32	1,041	Staff hours
Equipment Maintenance	Total Repairs Completed	23	2277	#

DEVELOPMENT SERVICES

Economic Redevelopment

- Met with revolving loan applicant to discuss potential new business in Old Town.
- Gave presentation to Tourism Board to discuss current economic development projects.
- Completed various tasks associated with the redevelopment of the Winchester Towers.

Old Town Winchester

- Attended Virginia Main Street Regional Rev Up Workshop in Culpeper.
- Hosted a First Friday artist's reception in the Old Town Winchester Welcome Center for artist Don Black in conjunction with Shenandoah Arts Council.
- Attended Virginia Farmers Market Association Conference.
- Preparing for the OTDB December retreat. Extending invitations to the public to attend the retreat.
- Promoting Façade Grants to eligible Greatness Program Businesses. Held a meeting to answer questions and promote the program.
- Collecting holiday information from OTW businesses including which restaurants will be open on holidays and special shopping promotions.

Winchester-Frederick County Tourism

- Held tourism branding committee meeting to review research by Mikula|Harris and agree upon the Brand Essence, Brand Promise, Brand Personality and Positioning Statement as a guiding document to now begin development of the creative portion of the branding.
- Attended the Chamber Board of Director's meeting to discuss membership status, budget, and how the new CEO is settling in and what his focus and vision will be moving forward.
- Held Tourism Board meeting on Thursday morning.
- Attended Artisan Trail meeting.
- Participated in a planning conference call to prepare for the Winchester-Frederick County CVB Director's participation in a marketing panel at the upcoming VA-1 State Tourism Conference on Monday.

Planning

- With Public Services and Fire and Rescue, reviewed the Shingleton Lane deficiencies that would not be improved as part of the Ricketts Drive subdivision to split off a rear parcel. A public hearing will be held at the Planning Commission's regular meeting on November 15.
- Spoke at realtor meeting regarding City and County growth and current development projects. Received all positive feedback about the initiatives that the City is taking.

- With Public Services Director, reviewed opportunities to further reduce the quantity of driveway openings along Valley Ave as part of the drainage and sidewalk project which will provide for improved access management and safer bike/pedestrian use.
- Worked with Shentel reps regarding revisions to the Telecommunications tower CUP at the Valley Proteins site which was scheduled for public hearing at the November 8 Council meeting, but ultimately requested for tabling until January 2017.
- Planning Director received award from the Lord Fairfax Soil and Water Conservation District for “significant contributions to conservation” during awards luncheon on November 10.
- Met with numerous private property owners and developers regarding development projects.

Zoning & Inspections

- Completed:
 - 62 building permit inspections and issued 48 building permits (\$917,349 valuation)
 - Significant projects:
 - 519 W. Jubal Early Drive – Physical therapy office, tenant fit-out (\$150,000 valuation)
 - 22 E. Hart Street – New Single Family Dwelling (\$205,000 valuation)
 - 82 code enforcement inspections and initiated 21 new cases
 - 8 new business reviews (6 Certificates of Business, 2 Certificates of Home Business)
- Removed 36 signs from the public right-of-way (YTD=618).
- Canceled Board of Zoning Appeals meeting due to no applications received.

Permit #	Type	Address	Description	Value
16 0000082	MECH	380 Millwood Ave	New 8 Ton Heat Pump	\$55,000
16 0000532	PLBG	244 Parkway St	Replace Water Service	\$400
16 0000992	FIRE	1881 Harvest Dr	Alteration To Fire Alarm System	\$26,000
16 00001043	NRRM	519 W Jubal Early Dr	Tenant Fitout For Physical The	\$150,000
16 00001123	NRRM	300 Campus Blvd	Annual Building Permit	\$89,219
16 00001135	MECH	1120 S Cameron St	Replace A/C & Gas Furnace	\$3,500
16 00001135	NGAS	1120 S Cameron St	Replace A/C & Gas Furnace	\$3,500
16 00001136	MECH	363 E Piccadilly St	Replacing Heat Pump/Ac Unit	\$3,000
16 00001137	MECH	725 N Loudoun St	Replacing Oil Furnace	\$4,600
16 00000167	MECH	421 Castleman Dr	New A/C & Gas Furnace	\$7,700
16 00000167	NGAS	421 Castleman Dr	New Gas Furnace	\$1,500
16 00001069	SIGN	115 N Loudoun St	1 Bldg Mounted & 1 Projecting	\$2,500
16 00001128	MECH	402 Highland Ave	2 New Heat Pumps	\$7,500
16 00001128	PLBG	402 Highland Ave	New Fixtures	\$5,000
16 00001128	RREM	402 Highland Ave	Interior Remodel	\$85,000
16 00001142	MECH	915 Breckinridge Ln	Replace Gas Furnace	\$3,300
16 00001142	NGAS	915 Breckinridge Ln	Replace Gas Furnace	\$100
16 00001143	BLDG	2 4,6,8 Peyton St	Foundation Repair	\$10,000
16 00001144	NR	372 378 Woodstock Ln	Re-Roof For 372-380 Woodstock	\$17,000
16 00001073	BLDG	22 E Hart St	New Sfd	\$205,000
16 00001103	NRRM	2350 S Pleasant Valley Rd	Interior Remodel	\$130,000
16 00001134	RREM	1440 Kent Cir	Roof Over Existing Patio	\$700
16 00001146	MECH	1010 Breckinridge Ln	Replacing Gas Furnace	\$3,800
16 00001146	NGAS	1010 Breckinridge Ln	Replacing Gas Furnace	\$100
16 00001147	BLDG	608 S Stewart St	Demo Shed	\$1,000
16 00000233	PLBG	318 W Leicester St	Replace Fixtures	\$900
16 00000791	NGAS	931 Wayne Dr	Piping For Appliances	\$700
16 00000791	PLBG	931 Wayne Dr	Replace Fixtures	\$2,000
16 00000956	NRRM	1944 Valley Ave	Adding Partition Wall	\$25,000
16 00001097	NR	35 E Piccadilly St	Commercial Reroof	\$4,900

16	00001110	PLBG	683 Berryville Ave	Replace Fixtures	\$700
16	00001110	RREM	683 Berryville Ave	Replace Wood On Existing Porch	\$5,080
16	00001119	RREM	610 Battle Ave	Extended Porch Roof And Slab	\$1,500
16	00001138	NR	701 Fairmont Ave	Roof Repair On Bldg #60	\$3,000
16	00001139	RREM	518 S Washington St	Foundation Repair	\$17,000
16	00001150	ELEC	701 Fairmont Ave	New Pool 16-979	\$0
16	00001151	ELEC	134 E Leicester St	Svc Upgrade	\$0
16	00001152	ELEC	363 E Piccadilly St	Service To Panel Box	\$0
16	00001153	ELEC	1419 Ramseur Ln	Generator	\$0
16	00001154	CHNG	2957 Shawnee Dr	Change Use From B/F-1 To B/S-	\$0
16	00001155	NGAS	1211 Rodes Cir	Replace Gas Range	\$150
16	00000913	RADI	103 E Piccadilly St	Removing 12 Antennas Adding 16	\$20,000
16	00000916	FSUP	1944 Valley Ave	Alteration To Wet Sprinkler Sy	\$4,000
16	00001125	NRRM	699 Fort Collier Rd	Add Dividing Wall	\$1,000
16	00001156	MECH	610 S Loudoun St	New Heat Pump	\$8,000
16	00001158	ELEC	1620 Valley Ave	Rewire & Service	\$0
16	00001159	ELEC	609 Bruce St	Chg Change	\$0
16	00001163	NR	70 72 Bellview Ave	Reroof	\$8,000
48TOTAL					\$917,349

TYPE KEY: NGAS=Natural Gas | TTS=Tents and Temporary Structures | PLBG=Plumbing | RREM=Residential Remodel | RESR=Residential Remodel/Additions | AMUS=Amusement Device | LGAS=Propane Gas | MECH=Mechanical | FSUP=Fire Suppression | FALL=Fire All Other | CHNG=Change of Use | RADI=Radio Tower or Antenna | NRAA=Non-Residential Additions and Alterations | NRRM=Non-Residential Remodel | CIFI=Commercial Industrial Finished | NR=Non-residential Reroof | OCCU=Occupancy

PARKS & RECREATION

- Meeting with staff concerning planning for FY18 Budget request.
- Planned for Veterans Appreciation Week (free facility use and membership fitness classes for veterans November 10-19).
- Preparing for Girls on the Run event Saturday, November 12.
- Christmas Parade application deadline was Thursday, November 10.
- Outdoor Baby Pool was resurfaced.
- Indoor Pool Desert Aire system experienced a compressor failure.
- Facilitated Kiwanis Pancake Day.
- Community Recreation Specialist submitted her resignation.
- Met with GIS regarding 2017 projected projects.

WINCHESTER PARKING AUTHORITY

- 2,618 vehicles utilized the garages from November 2-8.
- As of November 8, there were 962 monthly parkers in the garages.
- Preparing to conduct several roof joint repairs at the George Washington Autopark.
- Continued the [Braddock renovation project](#) and work is proceeding on schedule. Thus far, approximately 50% of the work has been completed and is scheduled to be completed by Friday, November 18 (weather permitting).
- Completed installation of parking meter sleeves and bases on the Plaza Lot in front of the Court House and on the section behind the Kurtz Building.

SUPPORT SERVICES

Information Technology

- Working with JJC security upgrade vendor to resolve equipment discrepancies.
- Worked with VITA/NG to achieve a successful DSS network pre-migration test. Migration now scheduled for November 17.
- Worked with utility billing vendor to install program patches to resolve field device issues.

- GIS conducted workshop for other GIS professionals.
- GIS is updating base mapping to improve usability of mapping.
- GIS is working with Parking Authority to develop locator mapping to help customers find appropriate parking.
- GIS continuing meetings with various departments to develop a GIS Strategic Plan.
- Working website hosting services and website maintenance vendor to resolve error logging issues.
- Working on automating posting and retiring calendar items on main website.
- Evaluating security software suites for several City websites.
- Worked with Treasurer to test new DMV stop fee process.
- Released Web Services Request for Proposals.
- Began evaluating the option to move Document Imaging solution from IBM to total Windows solution.
- Worked with email filtering vendor to resolve AOL blocking our domain.
- Met with internal staff to develop alternate procedures for Council agenda creation the cloud vendor is not reachable.
- Met with Police to discuss 2017 computer hardware refresh of end of life computers.
- Worked with Facilities Maintenance to acquire and install environmental sensors in Timbrook Public Safety Center.
- Worked with Finance to prepare for implementing time and attendance in the Fire and Rescue Department.
- Met with Public Utilities to seek new alternative way of resolving flow of data from inHANCE ICIS to SunGard NaviLine.
- Continued testing of new NaviLine interface, EDGE.
- Researched business personal property bill creation issue.
- Completed first live streaming of Council regular and work sessions on November 8. Following the initial broadcast, videos can be accessed online.

SOCIAL SERVICES

- Received 70 Benefit Program applications: 34 SNAP, 44 Medicaid, 5 TANF, 4 Child Care, 14 Low Income Home Energy Assistance Program-Fuel.
- Providing case management services in the following Benefit Programs:
 - 4,180 individuals receive SNAP
 - 223 individuals receive TANF
 - 5,297 individuals receive Medicaid
 - 36 receive individuals VIEW Services
 - 31 families/56 children receive Child Care subsidy-30 families/58 children are currently on the waiting list
- Completing 63 Child Protective Services family assessments and investigations relating to allegations of child maltreatment.
- Responding to 16 Family Service Intakes.
- Responding 8 Adult Services Intakes.
- Received onsite support from Deloitte training staff to support Social Services staff in the transition of agency programs to the VaCMS data system.
- Staff Attended:
 - Systems of Care Training Committee
 - Family Assessment and Planning Team
 - Winchester Public Schools Interdisciplinary Team
 - Community Policy and Management Team

Weekly Activity	#
Walk-in clients	159
Client info drop offs	63
Child Protective Service referrals	5
Placed "on notice" for foster care entry by JDRC	4
Children in foster care	28
Entered foster care	0
Exited foster care	0
Child Protective Services case management load	29
Adult Protective Service referrals	1
Adult services case management load	13
Adult guardianships/cases	3/58
Adult protective services investigations	18
Benefit fraud investigations	7
Fraud allegations received	2
Family Services Prevention case management load	9

COMMUNICATIONS

- Distributed November 10(a day early due to the holiday) electronic newsletter, [CitE-News](#), to subscribers and posted on social media.
- Working with Social Services and Fire and Rescue to promote the [2016 Stuff-A-Truck holiday program](#).
- Attended the VA Association for Government Archives and Records Administrators annual conference this week.
- Press releases sent:
 - [Help stuff a truck for local families in need](#)
 - [City's 2017 Veterans Day schedule](#)
 - [Police Department Holds 17th Annual Timbrook Food and Toy Drive](#) (PD)
 - [Police Combat Drug Abuse, Collect 1,240 Pounds of Medication](#) (PD)
- Current Projects:
 - Stuff-A-Truck marketing materials and promotion
 - New board member orientation program
 - Improve development services webpages and information to be more user-friendly
 - Add Economic Development information on City's website
 - Add staff bios to website
 - Improve website to be Section 508 compliant
 - 2017 Informational Calendar ([accepting photo submissions](#) – deadline 11/11)
 - Draft Crisis Communications Plan
 - Draft communications plan and outreach efforts for mass power outage crisis preparedness
 - Green Circle Trail logo, brochure and mile marker map
 - Strategic Plan Performance Measures and booklet
 - Human Resources recruitment brochure design
 - VML Capital Tree hand-made ornament submission
 - FOIA software implementation and staff training
 - Informational video series
 - Mentoring SHHS student interested in career in communications
- Articles in *The Winchester Star* this week:
 - November 5 –
 - Area officials preparing for Election Day
 - Frederick County pools record loss of nearly \$25k
 - Old Town Development Board seeks to fill its five open seats
 - City planning commission considers proposal
 - November 8–
 - City hall renovation will be discussed
 - Extension options reviewed
 - Drug collection unit has netted over 1,000 pounds of medication
 - November 9–
 - Smith declares Winchester mayoral victory
 - Council forwards ordinance renaming chambers for Minor is discussed
 - November 10 –
 - Smith makes history with mayoral win
 - November 11 –
 - EDA sells interest in former Taylor Hotel to restaurateur
 - Council votes to forward resolution for extension
 - Police: Help ID 2 men, car linked to robberies
 - Food and toy drive hopes to benefit 40 families in need
- WHAG reports:
 - Apparent winner of mayoral race in Winchester [Watch](#)
 - Winchester Tourism Center undergoing rebranding [Watch](#)
 - Winchester is preparing for a huge voter turnout tomorrow [Watch](#)
 - City of Winchester to put work sessions online starting Nov. 8 [Watch](#)
 - Tale of two Winchester mayor candidates for first time in 12 years [Watch](#)

- Valor awards honored those who serve our community [Watch](#)
- Winchester Police investigating discovery of body found in hotel [Watch](#)

Photo of the Week



Instagram: Beautiful fall colors on Pleasant Valley Road

BOARD VACANCIES

- Current [Board Vacancies](#):
 - Old Town Development Board (owner/operator and at-large resident)
 - Economic Development Authority
 - Board of Architectural Review
 - Fire Prevention Code Board of Appeals (Alternate)
 - Local Building Code Board of Appeals (Alternate)
 - Lord Fairfax Emergency Medical Services Council
 - Frederick-Winchester Service Authority
 - Environmental Sustainability Taskforce
 - Winchester Parking Authority (unexpired term ending 5-31-20)
 - Social Services Advisory Board (unexpired term ending 3-31-19)

Note: Unexpired terms do not count against the two-term limit requirement.